



Needs & Resource Assessment Report Outline

I. Introduction (1-2 pages)

In one to three sentences, identify the purpose of the community assessment, who participated in the development of the assessment, and how this information will be used. Report any concerns that brought local stakeholders to the table to discuss the prevention of SA, IPV, or TDV.

Briefly describe the community, including demographic characteristics of residents and changes in community growth observed over time. It may also be useful to include the number of schools in the community, types of major employers, and other information that describes key aspects of the community.

II. Methods (2-3 pages)

Describe the methods used to collect data and information for the needs, readiness, and resources assessments, including the names of any instruments that were used. Include the response rate for written surveys or number of key informants/focus group participants, and methods used for transcribing and scoring readiness surveys. Identify limitations of the data collection methods (e.g., surveys were not translated into other languages), when necessary.

III. Key findings (max 15 pages)

Report the most important information collected through the needs, readiness, and resources assessments, highlighting key findings and important trends to consider. When necessary, describe gaps in the data or limitations that the reader should consider when reviewing this information. Some of the key questions that may be answered in this section are listed below:

What is known about SA, IPV, and TDV in the community?

Using secondary and/or primary data sources, describe SA, IPV, and TDV in the community. When reporting the results, consider if there are specific populations (i.e., cultural groups, age groups, genders) that are most impacted and changes in trends/patterns over time. Consider including regional- or state-level data to put local information into a larger context.

What are the perceptions of residents SA, IPV, and TDV in the community?



After reporting existing data that clearly describe prevalence and areas of community concern, include information about how residents perceive SA, IPV, and TDV in the community. Consider whether the perceptions of residents align with what is indicated by the data.

What factors encourage/discourage SA, IPV, and TDV in the community?

Describe the factors that encourage or discourage (risk & protective factors) these issues in the community. Example areas of interest you can include in this section of the report are:

- Describe the policies that are in place (or are lacking in the community) related to SA, IPV, TDV
- Discuss concerns around social norms
- Resources and service coordination
- Neighborhood socioeconomic status

IV. Recommendations (1-2 pages)

The synthesis section of the report points out areas of concern in the community, as well as resources and assets that can help the coalition address SA, IPV, or TDV. The recommendations section should offer potential solutions that can be used to address challenges or build on strengths. The types of recommendations will vary depending on the needs and resources of the community. For example, an appropriate recommendation might be, "Focus future coalition meetings on identifying evidence-based models that can be used to address IPV among college students." This section is also a place to suggest specific resources that may be helpful to the coalition as they work on prevention efforts in their community.

V. Needs Statements (1 page)

Provide clear, concise prioritized statements of need.